

## DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814

December 12, 1974



ALL-COUNTY LETTER NO. 74-263

TO: WELFARE FISCAL OFFICERS  
AUDITOR-CONTROLLERS  
COUNTY TREASURERS

SUBJECT: ADMINISTRATIVE ADVANCING AND CASH CLAIMS

REFERENCE:

At the request of those CWDA - Fiscal Committee members attending the November 1974 meeting, attached for general information is a copy of the briefing schedule presented. The schedule outlines the Department's advancing and cash claiming process for the Administrative Welfare claims.

Should you need additional information or have any questions, please contact Bob Lyon at (916) 445-0686.

Sincerely,

A handwritten signature in cursive script, reading 'William J. Kuehl'.

WILLIAM J. KUEHL  
Deputy Director

Attachments

cc: CWDA

# ADVANCING ADMINISTRATION

How estimates are determined:

(assume we are estimating for January/March)

1. Administrative Expenditure for July/September will be used as basis for estimate.
2. Compute average percentage change of expenditures for the corresponding quarterly period for the past two years (trend analysis), i.e.,

July/September 1972 \$100 > 110%  
January/March 1973 \$110

July/September 1973 \$115 > 112%  
January/March 1974 \$130

Average 111%

3. Apply percentage to Base Quarter's Expenditure, i.e.,

Base Expenditures \$150  
1.11  
\$167

4. Compute current month's needs by dividing by three (monthly in quarter), i.e.,

$\$167 \div 3 = \$56$

5. Distribute estimate to counties on basis of base expenditures.

County A	\$12	=	.48	X	56	=	\$27
B	\$ 8	=	.32	X	56	=	\$18
C	\$ 5	=	.20	X	56	=	\$11
	<u>\$25</u>		<u>1.00</u>				<u>\$56</u>

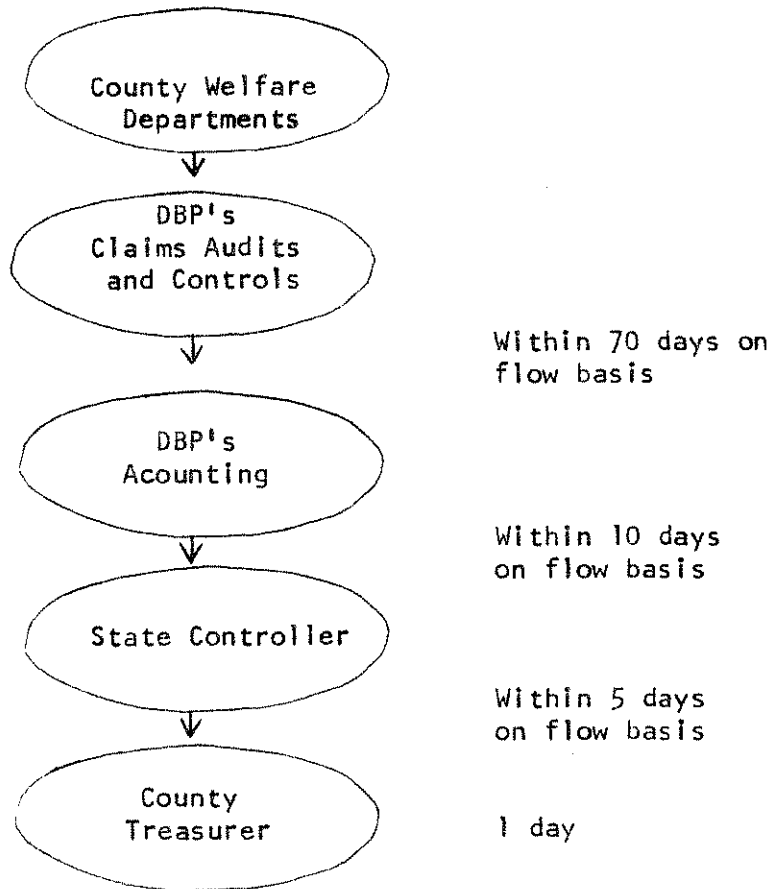
6. Analyze previous estimates (county by county) to approved/audited expenditures to determine over/under advances in previous period.

County A: July/September Estimate \$14  
Actual Expenditures for  
July/September \$12  
Amount to be Adjusted (\$ 2)

7. Apply adjustment to January Estimate to arrive at the amount to be advanced

County A: January Estimate \$27  
Adjustment ( 2 )  
January Advance \$25

The Cash Claim Process  
(Administrative Claims)



# Administrative Cash Claims Programs

<u>Program</u>	<u>Funding</u>	<u>Agency</u>
WIN	State	EDD
Homemaker	State	DOH
CPS	Federal	HEW - SRS
Out of Home Care	Federal	SSA
Adult (Carry Over)	Federal	HEW - SRS
B. H. Licensing	State	DOH
Nonassistance Food	Federal	USDA
Stamps	State	DBP
SSI/SSP	Federal	SSA
State Adult Programs	State	DBP
Responsible Relative	State	DBP
Emergency Loan	State	DBP
Adoptions	State	DOH